



## **MAROONDAH DISABILITY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Maroondah Disability Advisory Committee provides a strong link between Council and people with a disability through the provision of strategic advice and advocacy to promote social inclusion and participation of people with a disability in the community.

#### **2. OBJECTIVES**

- Provide advice to the Council on policy, programs, service development, research initiatives and planning issues in relation to people with disabilities at a strategic and operational level.
- Provide advice and guidance in relation to strategies for effective consultation and collaboration in Council activities with a diverse range of stakeholders reflective of the Maroondah community.
- Provide advice to the Disability Policy and Action Plan Steering Committee in the development and review of the Disability Policy and Action Plan.
- Promote the positive image of people with a disability within the municipality of Maroondah.

#### **3. MEMBERSHIP AND PROCEDURES**

##### **Composition of Membership**

The Maroondah Disability Advisory Committee (MDAC) will consist of a maximum of 14 members.

Membership will include the following:

People with a disability (maximum of 6 positions)

Carers of people with a disability including one who is the carer of a child (2 positions)

Service provider representatives (minimum 3 positions)

Council Officer (minimum of one position, additional Officers may attend as required)

Councillors one of whom will chair the MDAC (2 positions)

It is anticipated that a broad range of disability types be represented on the Disability Advisory Committee including:

- Sensory
- Physical
- Intellectual
- Neurological
- Acquired brain Injury
- Mental Health issues including psychiatric disability

### **Recruitment Procedures**

- Vacancies will be advertised in the local media, on Council's website and disability networks in Maroondah. Interested people will be invited to apply and participate in a selection process.
- The selection panel for the recruitment process for the MDAC will comprise two Council Officers and one Councillor. After the MDAC has been established an outgoing member of the MDAC will also be on the selection panel.
- Casual vacancies will be filled by application or co-option at the recommendation of a committee member and with approval of the MDAC.

### **Period of Membership**

- Inaugural members to the MDAC will be appointed from March 2010 - November 2012. Members may reapply on the expiry of their membership but no member should serve more than two consecutive terms. Interested individuals may apply again after a one-year break from the MDAC.
- The MDAC will be flexible about multiple non-attendances by members acknowledging the health and support needs associated with active citizen participation. Members are to inform the Chair if unable to attend.

### **Delegation authority and decision making**

- The MDAC has no delegated authority to make decisions and acts in an advisory capacity to Maroondah City Council only. Advisory Committees provide advice to Councillors and Council Officers to assist them in their decision making.
- Any formal advice provided by the MDAC will be reached by consensus. However, as the MDAC is not a decision making body, differing views may be expressed from time to time by the Committee. These views will be reflected in any reports, and statements issued by the MDAC.

### **Meeting procedures**

- Meetings are conducted in accordance with meeting procedure principles as prescribed by Maroondah City Council.
- Meetings will be held quarterly.
- No public notice will be given of the MDAC as meetings are not open to the general public.

### **Chairperson**

- The Chair of the MDAC will be a Councillor appointed by Council and must have an interest and knowledge of the disability sector and a willingness to undertake disability awareness training if required.
- The inaugural Chair will be agreed between the nominated Councillors. The position of Chairperson shall be reviewed annually.
- If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed as Chairperson for that meeting.

### **Role of Executive Officer**

- The Executive Officer will be responsible for developing the Agenda and ensuring that the minutes of the MDAC meeting are completed and distributed as per the prescribed guidelines.
- The Executive Officer will bring to the attention of the MDAC any relevant Council activities that require the advice of the MDAC.

## **Voting**

- Councillors and community members have voting rights.
- Voting can occur if half of the MDAC members are present.
- Council staff provides support and advice to the Committee only and has no voting rights.
- In the event of an equality of votes, the Chairperson will have a second vote.

## **Agenda and minutes**

- The agenda will be provided to the Committee not less than 48 hours before the time fixed for the next meeting.
- All members will be asked at least 7 working days before the meeting if they have any items for the agenda.

The minutes will:

- Contain details of the proceedings and resolutions made.
- Be clear and concise.
- Minutes will be distributed electronically to all Councillors only after the Chairperson has endorsed them.
- Agenda and minutes will be made available on Council's Internet. If it is determined that minutes are to be made available to the public, a copy will be placed on the Maroondah City Council's webpage.

## **Reporting**

- MDAC is required to prepare a formal report on an annual basis in line with their stated objectives.
- The report will be formally adopted by the Committee and will reflect the objectives as set out in the Terms of Reference.
- The report will be presented to Council for noting.
- The yearly report should also contain a summary of the achievements of the MDAC.

## **Conduct**

In performing the role of a MDAC member, a person must:

- Act with integrity and honesty.
- Exercise reasonable care and diligence.
- Not make improper use of their position.
- Not make improper use of information acquired because of their position.

## **Media Protocol**

While members of the MDAC are entitled to make comment on matters in their capacity as a member of another organisation or as private citizens, if this occurs it must be clear that those views are not expressed on behalf of MDAC or Council.

If the MDAC wants to make a comment to the media, it must comply with the Maroondah City Council media protocol.

## **Conflict of Interest**

Where a member of the MDAC has an interest or a conflict of interest in relation to matter in which the Committee is concerned, or is likely to consider or be discussed, the member must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the interest and be recorded in the minutes of the meeting.

**Support for Meeting Attendance**

Council will endeavour to provide relevant support to MDAC members to enable their participation in meetings and activities undertaken relevant to their role in the MDAC. Members are asked to discuss their particular needs with the Executive Officer.